

Part-Time Study Program

Frequently Asked Questions

Q. When should I submit my request?

A. Employees are asked to submit a request 20 to 30 days prior to the start of a class. This will allow for processing time to avoid any issues with payment.

Q. How many classes am I allowed to take each semester?

A. Depending on the availability of funds, employees are allowed to take 2 classes or 6 hours per semester.

Q. What grade must I receive?

A. For Undergraduate level study a C or above must be obtained. For Graduate level a B or above must be obtained.

Q. What happens if I do not make the required grade?

A. Failure to make the required grade will result in a reimbursement to NASA for any funds committed for payment of tuition.

Q. How do I reimburse NASA for money owed?

**A. Mail check to NASA Shared Services Center
Building 5100
Stennis Space Center, MS 39529**

Make check payable to Accounts Receivables. Reference the tracking number on your check. Add a note on the check "Marshall Training."